THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DSS0899977**	DATE POSTED:	**04/13/15**
POSITION NO:	**241769**	CLOSING DATE:	**04/24/15**
POSITION TITLE:	**Office Specialist**		
DEPARTMENT NAME / WORKSITE:	**DSS - Department of Family Services - Tohajiilee, NM**		

WORK DAYS:	Monday to Friday	REGULAR FULL TIME:	☑		GRADE/STEP:	AB58A
WORK HOURS:	8 am to 5 pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 24,128.00	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 11.60	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Performs a variety of clerical assignments and provides office support service to the staff. Receives and screens incoming calls, routes call, and takes messages, receives and greets visitors and directs to appropriate resources, disseminates program information to public; types correspondences, monthly reports, forms, keeps record of staff work attendance, prepares and submits biweekly timesheet, picks up and distributes payroll checks, receives, dates stamps, distributes outgoing and incoming mail, maintains program vehicle mileage records for monthly reporting and maintenance schedule. Maintains inventory of office supplies and prepares requisitions for purchasing.

Arranges meetings, schedules appointments and interviews; makes travel and lodging arrangements. Maintains administrative files; prepares case file folders; prepares photocopies or facsimiles; tracks and maintains records and status of processes used in department. Prepares work orders, supply requisition and related documents, and obtains appropriate signatures. Attends staff meeting, in-service training, and conference.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED; supplemented by college courses in general office procedures; and two (2) years general office or related experience.

Preferred Qualifications:

- An Associate's degree in Business or Accounting.
- Proficient in Microsoft Office software or other computer applications.
- Possess a valid state driver's license.

Special Requirements:

- Possess a valid state driver's license.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of applicable policies, practices and procedures related to work assignment, knowledge of basic clerical/office support practices and procedures, knowledge of a variety of computer software, word processing, database, and spreadsheet applications. Skill in preparing a variety of records, reports, correspondence using standard computer software, skill in maintaining electronic and/or hard copy filing/records systems, skill in operating office equipment, including computer programs, skill in following oral and written instructions, skill in English composition, grammar, and punctuation, skill in basic math and accounting principles, skill in establishing and maintaining effecting working relationships. Ability to communicate effectively in the English and Navajo languages.

<<A favorable background investigation is required>>

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.